HOW TO CREATE PERSONAL
REQUISITION SEARCHES

These instructions will allow you to create specific types of searches for requisitions and save those searches for future use.

A user can create multiple searches.

Navigation: *Purchasing/Requisitions /Maintain Requisitions*
Click 'Find an Existing Value'.

Business Unit	Required
Requisition ID	Optional - select your criteria from the drop down
Requisition Status	Optional – select your criteria from the drop down
Origin	Optional - select your criteria from the drop down
Requester	Optional - select your criteria from the drop down

Once you select your criteria for the search,

1. Click on the link 'Save Search Criteria'.
2. A new page will appear named 'Save Search As'.
3. Give your search a name.
4. Click 'Save'.
5. Another page will appear.
6. Click on the link 'Return to Advanced Search'.

Now at the top of the page named 'Find an Existing Value' you will have a drop down name 'Use Saved Search'.

1. Click on the drop down to view your selection.
2. Select your saved search and all the reqs will appear that meet your criteria.

HOW TO CREATE PERSONAL
PURCHASE ORDER SEARCHES

These instructions will allow you to create specific types of searches for purchase orders. This search allows the user to search in a number of ways for a particular purchase order or orders and to save that search for future use.
A user can create multiple searches.

Navigation: *Purchasing/Purchase Orders /Maintain Purchase Orders*
Click 'Find an Existing Value'.

Business Unit	Required
Purchase Order	Optional - select your criteria from the drop down
Purchase Order Date	Optional - select your criteria from the drop down
PO Status	Optional - select your criteria from the drop down
Short Vendor Name	Optional - select your criteria from the drop down
Vendor ID	Optional - select your criteria from the drop down
Name 1	Optional - select your criteria from the drop down
Buyer	Optional - select your criteria from the drop down
PO Type	Don't use this field – there is only one type of po.
Purchase Order Reference	Optional - select your criteria from the drop down

You can set a number of these searches up and save them depending on the criteria you use on this search page.

Once you select your criteria for the search,

1. Click on the link 'Save Search Criteria'.
2. A new page will appear named 'Save Search As'.

3. Give your search a name.
4. Click 'Save'.
5. Another page will appear.
6. Click on the link 'Return to Advanced Search'.

Now at the top of the page named 'Find an Existing Value' you will have a drop down name 'Use Saved Search'.

1. Click on the drop down to view your selection.
2. Select your saved search and all the pos will appear that meet your criteria.